

Addendum No. 1
Solicitation No. 3000000810
Safety Transfer Fund Manager
Inquiries and Responses
QUESTION #1

Who is currently responsible for the duties outlined in the Scope of Services section of the RFP?

DOTD currently has a Contractor who performs the duties outlined in the Scope of Services. If you feel the Contractor's name is public record and desire to copy/view this information, please complete a Public Records Request form. The form can be found at the following link:

<http://www.dotd.la.gov/downloads/publicrecords.pdf>

QUESTION #2

Are all Safety Transfer Funds, referenced by this solicitation, current fiscal year funds? I.e. are the funds being monitored limited to current budget year spending? If not, how many years of retroactive fund monitoring are required?

Funds being monitored are for the past 10 years, current and future projects funded with Safety Transfer Funds.

QUESTION #3

How is the capacity to possess adequate financial resources for performance, or has the ability to obtain such resources as required during performance assessed or determined?

As this project requires minimal expenditures the first bullet point in 3.2 Determination of Responsibility has been amended to read:

- Has adequate financial resources for performance, or has the ability to obtain such resources as required during performance; i.e. adequate transportation to the DOTD Headquarters where the work is to be primarily performed;

QUESTION #4

Which criteria and scale will be used to score the proposer's corporate background and experience? What are the key qualifications and the associated scoring system used to determine corporate background and experience?

Points Described in 6.5 Evaluation and Review Criteria No. 2 of the RFP Scoring described as "Each proposal shall be rated for categories one through three, with 0 being the lowest score and the highest possible score as shown for each category.

See 5.2 Corporate Background and Experience of the RFP for key qualifications

QUESTION #5

Which criteria and scale will be used to score the proposer's staff qualifications? What are the key qualifications and the associated scoring system used to determine staff qualifications?

Points Described in 6.5 Evaluation and Review Criteria No. 3. Scoring described as “Each proposal shall be rated for categories one through three, with 0 being the lowest score and the highest possible score as shown for each category.

See 3.1 Desired Qualifications of Proposer of the RFP for desired qualifications.

See 5.3 Proposed Project Staff Qualifications of the RFP for staff qualification information.

STATE OF LOUISIANA
Department of Transportation and Development

REQUEST FOR PROPOSALS
FOR
RFP Solicitation No. 3000000810

DOTD Highway Safety 154/164
Safety Transfer Fund Manager

Statewide

January 13, 2012

Proposal Submission Deadline:

~~February 13~~ February 20, 2012 by 3:00 p.m. CST

Any and all questions directed to the RFP Coordinator shall be deemed to require an official response. Official responses to each of the questions presented by the proposer shall be posted on the DOTD Consultant Contract Services

<http://webmail.dotd.state.la.us/agrestat.nsf/WebAddendums?OpenPage>

and LaPAC websites

<http://wwwprd.doa.louisiana.gov/osp/lapac/pubmain.asp>

as an Addendum to the RFP by the deadline shown in the Calendar of Events.

Only the RFP Coordinator has the authority to officially respond to proposer's questions on behalf of the DOTD. Any communications from any other individuals are not binding to the DOTD.

2.4 Definitions

- A. Mandatory Requirements – The terms “shall”, “will”, and “must” denote mandatory requirements.
- B. Permissible Action – The terms “should”, “can” and “may” denote an advisory or allowable action.
- C. Agency – Any department, commission, council, board, office, bureau, committee, institution, agency, government, corporation, or other establishment of the executive branch of this state authorized to participate in any contract resulting from this solicitation.

2.5 Schedule of Events

<u>Event</u>	<u>Date</u>
Advertise RFP and mail public announcements	January 13, 2012
Deadline for receipt of Written inquiries	January 19, 2012
Issue responses to Written inquiries	January 26, 2012
Deadline for receipt of Proposals	February 13 February 20, 2012
Announce Award of Contractor Selection	March 15, 2012 (on or about)
Contract Execution	April 15, 2012 (on or about)

NOTE: DOTD reserves the right to amend and/or change this schedule of RFP activities, as it deems necessary.

3.0 PROPOSAL INFORMATION

3.1 Desired Qualifications of Proposer

It is highly desirable that the Proposer should at minimum possess the following qualification at the time of proposal submittal:

- Bachelor's Degree: Accounting, CPA, Business Administration, Finance or Public Administration. Four years experience in accounting practices.
- High degree of computer proficiency, especially Microsoft Excel and Access.
- Demonstrated self starter who can work well with limited supervision.
- Experience in accounting procedures such as: accounts receivables, accounts payables and reimbursements.

It is solely the responsibility of each Proposer to ensure that their proposal is delivered at the specified place and prior to the deadline for submission. Proposals received after the deadline will not be considered.

The proposal should be identified with **RFP Solicitation No. 3000000810 and Project Name: DOTD Highway Safety 154/164 Safety Transfer Fund Manager** and shall be submitted **prior to 3:00 p.m. CST on Monday, ~~February 13~~ February 20, 2012.**

The DOTD requests that **six** of copies of the proposal be submitted to the RFP Coordinator at the address specified. At least **one** copy of the proposal shall contain original signatures of those company officials or agents duly authorized to sign proposals or contracts on behalf of the organization. A certified copy of a board resolution granting such authority should be submitted if proposer is a corporation. The copy of the proposal with original signatures will be retained for incorporation in any contract resulting from this RFP. Any proposer failing to submit any of the mandatory information requested in this RFP shall be considered non-responsive.

Name(s) of the Proposer listed, must precisely match the name(s) filed with the Louisiana Secretary of State, Commercial Division, Corporations Section, if proposer is a corporation.

4.2 Proposal Format

Proposers should respond to this RFP with a Technical Proposal (as specified in Section 5, Proposal Content) and Cost Proposal (as specified in Section 5.5, Cost Information. No pricing information should be included in the Technical Proposal.

4.3 Cover Letter

A cover letter should be submitted on the Proposer's official business letterhead explaining the intent of the Proposer.

4.4 Technical and Cost Proposal

Proposals should be submitted as specified in Section 5, and should include enough information to satisfy evaluators that the Proposer has the appropriate experience and qualifications to perform the scope of services as described herein. Proposers should respond to all requested areas.

4.5 Certification Statement

The proposer shall sign and submit the Certification Statement shown in Attachment II.

5.0 PROPOSAL CONTENT

5.1 Executive Summary

This section should serve to introduce the purpose and scope of the proposal. It should include administrative information including, at a minimum, response date, Proposer contact name, phone number, email address and the stipulation that the proposal is valid for a time period of one year from the date of submission. This section should include a summary of the Proposer's qualifications and ability to meet the DOTD's overall requirements.

It should include a positive statement of compliance with the contract terms. If the Proposer cannot comply with any of the contract terms, an explanation of each exception should be supplied. The Proposer should address the specific language in Attachment III Sample Contract and submit whatever exceptions or exact contract modifications that their firm may seek. While